

CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS REPORT.

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
7. GRADE	8. DATE REPORT DUE IN OP	9A. PERIOD COVERED BY THIS REPORT From To		9B. NUMBER OF MONTHS EMPLOYEE UNDER SUPERVISION
10. TYPE OF REPORT INITIAL FINAL		11. REASSIGNMENT STATUS REASSIGNMENT - EMPLOYEE		

JOB PERFORMANCE EVALUATION

a. Rating of specific duties. List up to six of the more important specific duties performed in this rating period. Be specific. Say "Operates 1250 multilith press" not "Operates press." Say "Types research reports having many tables" not "Types." Say "Completely responsible as senior case officer for seven important going operations; uses knowledge of [redacted]" not "Senior case officer." Rate only on performance of the specific duty as listed.

b. All supervisors must be rated on ability to supervise. All employees must be rated on "Records Discipline."

PERFORMS THIS DUTY IN AN OUTSTANDING MANNER		PERFORMS THIS DUTY IN AN OUTSTANDING MANNER	
PERFORMS THIS DUTY IN A COMPETENT MANNER		PERFORMS THIS DUTY IN A COMPETENT MANNER	
PERFORMS THIS DUTY ACCEPTABLY		PERFORMS THIS DUTY ACCEPTABLY	
PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB		PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

Rating on general performance of all duties
Directions: Consider all factors - performance of duties, conduct on the job, how he fits in with your team, when making this rating.

☐

1. Generally unsatisfactory*
2. Unsatisfactory in some respects
3. Satisfactory
4. Very satisfactory
5. Outstanding

* See Certification below for meaning of this rating.

SECRET

(When Filled In)

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE
 DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Indicate suggestions given to employee for improvement of his work.

CERTIFICATION

SECTION III.

1. For the Employee: ☐

I certify I have read the supervisor's entries in this report and have discussed them with him. I understand that a rating of "generally unsatisfactory" means I will be removed from the job unless my performance improves within the time specified by my supervisor.

Date _____

Typed or printed name and signature of employee

2. For the Supervisor: Certify A or B

A. ☐ I certify I have discussed this report with the employee and, when appropriate, have tried to point out ways for him to improve. If I have rated him as "generally unsatisfactory", I further certify that I have informed him what he must do within a specific period of time to bring his performance up to acceptable standards.

B. ☐ This report has not been shown to the employee because _____

Date _____

Typed or printed name and signature of supervisor

S-E-C-R-E-T